

अण्डमान तथा  
Andaman And



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No. 171, Port Blair, Wednesday, June 30, 2010

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**ANDAMAN & NICOBAR ADMINISTRATION  
(DEPARTMENT OF ENVIRONMENT & FORESTS)**

**NOTIFICATION**

Port Blair, dated the 30<sup>th</sup> June, 2010

No. 157/2010/F.No.14(E)/15(21)/366.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated the 11<sup>th</sup> April, 1960, and in supersession of all previous notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following Rules regulating the method of recruitment to Group 'C' (Non-Ministerial) posts of **Record Keeper, Gestetner Operator, Daftry, Dakman and Peon** (Regular Establishment) in the Department of Environment & Forests, Andaman and Nicobar Administration, namely:-

**1. Short Title and Commencement:**

- i. These Rules may be called the "Andaman and Nicobar Administration (Group 'C', (Non-Ministerial) posts in the Department of Environment and Forests) Recruitment Rules, 2010".
- ii. They shall come into force on the date of their publication in the Official Gazette.

**2. Number of Posts, Classification and Scale of Pay:**

The number of said posts, their classification and scale of pay attached thereto shall be as specified in Serial Number 2 to 4 of the Schedule I to V annexed to these Rules.

**3. Method of Recruitment, Age limit and Qualifications etc.:**

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Serial Number 5 to 15 of the Schedule aforesaid.

**4. Disqualification:**

No person—

- i) Who has entered into or contracted a marriage with a person having a spouse living; or
- ii) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this Rule.

**5. Powers to Relax :**

Where the Hon'ble Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons.

**6. Saving :**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**BHOPINDER SINGH**

Lieutenant Governor,  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-

(S.S. Choudhury)  
Principal Secretary (Environment & Forests)  
Andaman and Nicobar Administration

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**SCHEDULE-I**

1.	Name of the Post	<b>Record Keeper</b>
2.	Number of Post	4 (four)* (2010) *Subject to variation depending upon workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b>NOTE :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. Secondary School Examination (X Std.) passed from a recognized Board/ Institution 2. Should qualify the written test <b>Desirable:</b> Knowledge of Hindi/Computer operation
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for Confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to the Schedule

### **Col. No. 15 – Annexure to the Schedule**

The following are the duties to be performed by a Record Keeper :-

1. Custodian of old files received from various sections;
2. Responsible to maintain the records of all closed files;
3. Should maintain registers for receipt and issue of the closed files available in the record room;
4. Should attend fire safety measures/first aid/disaster management etc.;
5. Should not leave office without the permission of the Section Officer under whom, he works;
6. Should attend to any other works as and when assigned by superior officials.

**SCHEDULE-II**

1.	Name of the Post	<b>Gestetner Operator</b>
2.	Number of Post	1 (one)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b>NOTE:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> i) Must have passed in Secondary School Examination (X Std.) from a recognized Board/Institution ii) One year experience in operation and maintenance of Gestetner Machine iii) Must qualify the written test <b>Desirable:</b> Knowledge of Hindi/Computer operation
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to the Schedule

### **Col. No. 15 – Annexure to the Schedule**

The following are the duties to be performed by a Gestetner Operator :-

1. Should operate and maintain the duplicating machine/digital printer properly;
2. Should be responsible for periodical maintenance of the machine through the authorized Engineer/Technician;
3. Should maintain proper accounts for the stationery items like paper, stencil, ink etc. supplied to him;
4. Should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carrying out the repair;
5. Should be responsible to make available the damaged/replaced parts of the machine after repair to the In-charge of Section/Office;
6. Should attend to any other works which may be assigned to him by higher officers.

**SCHEDULE - III**

1.	Name of the Post	<b>Daftry</b>
2.	Number of Post	30 (Thirty)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). <b>NOTE:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidate.
8.	Educational and other qualifications required for direct recruitment	<b>Essential:</b> i) Must have passed in Secondary School Examination (X Std.) from a recognized Board/Institution ii) Must qualify the written test iii) Must have experience in stitching of files and maintenance of office record/files <b>Desirable:</b> Knowledge of Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by transfer failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b>Transfer:</b> From amongst the Peon working in the Department of Environment and Forests in the pay in PB-1 with Grade Pay of Rs. 1800/- with 5 years service in the grade and having experience in stitching of file and its maintenance.

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to the Schedule

### **Col. No. 15 – Annexure to the Schedule**

The following are the duties to be performed by a Daftry :-

1. Should be responsible for proper maintenance of records in the Section/Office;
2. Shall trace out old files/records as may be required by any member or staff in the Section/Office;
3. Shall verify the records/publications once in six months and report to the Section Officer/Branch Officer, if any file/publication are missing/out for considerable period;
4. Shall stitch/mend files/Records/vouchers etc.;
5. Shall collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
6. Shall ensure that all files/other items on the tables in the section kept in place in a proper manner;
7. Shall ensure cleanliness in the Section/Office with the help of Peons/Safaiwala;
8. Shall keep proper accounts of the articles of furniture/electrical and electronics items available in the Section/Office and if any item is removed by other sections for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place;
9. Shall attend office half an hour earlier than the hour prescribed for the office i.e. at 8.00 am;
10. Shall attend to any other work which may be assigned to him by the Section Officer/Dealing Clerks and Diarist of the Section/Office.



**SCHEDULE-IV**

1.	Name of the Post	<b>Dakman</b>
2.	Number of Post	12 (Twelve)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b><u>Essential:</u></b> 1. Secondary School Examination (X Std.) passed from a recognized Board/ Institution 2. Should qualify the written test <b><u>Desirable:</u></b> 1. Training in basic and refresher course in Home Guard and Civil Defence 2. Cycle riding 3. Knowledge of Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to the Schedule

### **Col. No. 15 – Annexure to the Schedule**

The following are the duties to be performed by a Dakman :-

1. Should have a general idea about the arrangement of receipt of local and postal dak;
2. Should know the priority involved in the movement of papers marked 'Immediate' and 'Priority' and act accordingly;
3. Should know the location of
  - a. all important offices such as offices of Heads of Departments/Offices, Central Government Offices etc.
  - b. residence of Officers and carry dak to the Offices/Officials concerned whenever required;
4. Should know the working hours of local post and telegraph offices and bank for attending to the business there, as and when required;
5. Should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
6. Should not use the bicycle/motor cycle provided to him by the office other than office work and should not undertake any repair without any approve of his superiors;
7. Should attend to any other works which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

**SCHEDULE-V**

1.	Name of the Post	<b>Peon</b>
2.	Number of Post	77 (Seventy Seven)* (2010) *Subject to variation depending on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs.1800/-
5.	Whether Selection or Non-Selection Post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) <b><u>NOTE:-</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for direct recruitment	<b><u>Essential:</u></b> 1. Secondary School Examination (X Std.) passed from a recognized Board/ Institution 2. Should qualify the written test <b><u>Desirable:</u></b> 1. Training in basic and refresher course in Home Guard and Civil Defence 2. Cycle riding 3. Knowledge of Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable.
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of:-</u></b> 1. Chief Conservator of Forests (CRZ&FC) - Chairman 2. Conservator of Forests (HQ) - Member 3. Executive Engineer, APWD - Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15.	Job descriptions	Attached as Annexure to the Schedule

### **Col. No. 15 – Annexure to the Schedule**

1. A peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works;
  2. Should come to office not later than 8.00 am;
  3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and kept the office rooms clean and tidy;
  4. Should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned;
  5. **If he is attached to an Officer:-**
    - (i) he should keep the pencils sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places.
    - (ii) he should keep slips of paper within easy reach inside the room for use of his officer.
  6. Should not leave office without the permission of Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer concerned to leave early;
  7. Before leaving office he should switch off all lights and close the doors and windows;
  8. Should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, whenever required;
  9. Should know the description of stationery articles and various kinds of forms used in the office;
  10. Should be very courteous and helpful towards members of the public visiting the office;
  11. Should be polite and respectful towards all officers and staff;
  12. Should attend to any other office works as may be required of him;
- If he is entrusted with DAK duties:**
13. Should have a general idea about the arrangement for receipt of local and postal dak;

14. Should know the priority involved in the movement of papers marked 'Immediate' and 'Priority' and act accordingly;
15. Should know the location of—
- (i) all important offices such as offices of Heads of Departments/Offices, Central Government Offices etc.;
  - (ii) residence of officers and carry dak to the offices/officials concerned whenever required;
16. Should know the working hours of local Post and Telegraph Offices and Banks for attending to the business there, as and when required;
17. Should not disclose the contents of the dak sent through him to any persons and deliver the same to the correct person;
18. Should not use the Bicycle/Motor Cycle provided to him by the office other than office work and should not undertake any repair without any approval of his superiors;
19. Should attend to any other works which may be assigned to him by the Section Officer/Dealing Clerk and Diarist of the Section/Office.

Sd/-

(S.S. Choudhury)  
Principal Secretary (Environment & Forests)  
Andaman and Nicobar Administration